Annual Report Committee Meeting  
State of Hawaii Environmental Council  
Tuesday, September 3, 2019, 11:00 AM - 12:00 PM  
Executive Office on Aging  
Room 410, 250 South Hotel Street, Honolulu, Hawaii 96813

Minutes (draft)

Members Present:     Rob Parsons (Chair), Roy Abe, Stephanie Dunbar-Co, Robin Kaye, 
Tessie Kinnaman

Public/Guests:            Les Segundo (OEQC)

1.   Call to order, roll call and quorum, introductions.  
Chair Parsons called the meeting to order at 11:07 am with all members present.

2.   Review and approval of minutes.  
a.  July 2, 2019  
Draft minutes were posted for July 30 full EC meeting (no AR Comm. that day).  
Unanimous approval of the minutes. (Kinnaman/Dunbar-Co)

b.  June 4, 2019  
Minutes were not transcribed and thus were not reviewed/approved.

3.   Review progress on questions and draft letters to submit to selected State agencies.  
List of questions was re-ordered with short questions at the top, multi-part questions  
Further down the page. Chair Parsons read from letter he drafted for Chair Thoene to  
send to agencies, soliciting assistance with answering questions. Members reviewed and  
discussed revised list of questions. R. Abe asked if agencies should answer all questions.  
Chair Parsons responded that it will likely depend upon whether answers are written or  
oral and whether Scott is successful in identifying a liaison at each agency. R. Kaye pro-  
vided track changes and suggested using only the short questions, unless the questions  
are answered by an interview process. R. Abe stated that some departments have many  
divisions, which would likely answer differently. Members discussed whether visitor  
carrying capacity and climate change emergency declarations should be included. Group  
word-smithed to “clean up: two questions: “From your agency perspective, what have  
been the impacts of tourism affecting environmental issues?” “What more needs to be  
addressed with regards to climate change.” R. Abe said some departments are required  
to meet federal mandates which are “one size fits all.” This can inhibit setting their own  
environmental goals. T. Kinnaman asked if these questions should be approved today.  
Chair Parsons proposed submitting 7 questions and the draft letter. R. Kaye said we  
should have clean copies to submit to the full council. Chair Parsons agreed to use the  
OEQC office to prepare them for the full EC meeting.

4.   Update on legislative liaisons to environmental committees in House and Senate.  
Will ask Director Glenn to offer any update in full EC meeting.
5. **Review of projected timeline to compile and finalize 2019 Annual Report.**
   Provide questions and draft letter for approval today. Propose sending letters and questions by Sept. 10th, answers to be received by Sept. 20th, drafting and compiling responses in October. All pursuant to full council approval.

6. **Other business and public input or testimony**
   None

7. **Next meeting date and agenda.**
   Next Annual Report meeting will be scheduled for Oct. 1st, 11am.

8. **Adjournment.**
   Meeting adjourned at 11:42am.